Position Description

1700 Hour AmeriCorps Team Leader State Park Headquarters, Helena



Term of service: January 6, 2014 – November 7, 2014

Service schedule: Member will serve a minimum of 1,715 hours over a 44 week term, averaging 41 hours per week with 80 hours of holiday, vacation or sick time

Position Summary:

Montana State Parks works to ensure that a new generation of young people will be invested in the stewardship of Montana's natural and outdoor recreational resources. The AmeriCorps team leader will be integral to that effort by coordinating statewide activities to encourage young people and families to "Get Outdoors." The leader will also provide statewide coordination of National Days of Service, serve as a liaison between Montana State Parks AmeriCorps and other AmeriCorps programs and related agencies, and provide mentorship to other members.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity*
- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service**
- Respond to disasters, when called upon to do so by the program

Specific Position Responsibilities:

- Coordinate member development activities, including leading "Life as an AmeriCorps Member" and teambuilding sessions during member orientations
- Schedule regular one-on-one phone calls with each member to stay up-to-date on upcoming projects, team development, and community adjustment in an effort to support members in all facets of their AmeriCorps experience and projects
- Participate in on-site member projects as needed
- Report regularly on service activities
- Research and recommend methods to expand program partnerships
- Coordinate a statewide connection between State Parks AmeriCorps led National Days of Service projects





- Disseminate information and best practices to members planning National Day of Service projects; compile statewide information on project successes
- Facilitate web-based file sharing of project samples and best practices among members
- Implement statewide Volunteer Management database program
- Strengthen the relationship the Parks Division has established with the Science Curriculum coordinator for Office of Public Instruction.
- Help the Division position itself as a viable provider of informal science curriculum for teachers and educators.
- Create an inventory and conduct an analysis of current state park curriculum based programs to assure that they meet state standards.
- Work with park managers to indentify additional appropriate topics and themes for science study in state parks.
- Develop a list of potential curriculum that could be developed for state parks.
- Create a science curriculum development framework.
- Develop 2 to 3 curriculum based pilot programs in partnership with park managers.
- Coordinate a teacher workshop for the MEA conference to review materials and promote the use of state parks as outdoor classrooms.
- Create a public awareness campaign to target at-risk populations with information about the benefits of being outside, recreational activity, and outdoor skills
- Coordinate a statewide corps of volunteer "outdoor mentors"
- Create an outdoor skills development program for children and families
- Participate in America's State Parks Outdoor Ambassador Program
- Perform other AmeriCorps-related duties, as assigned

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

Benefits:

Living allowance of \$12,630 over 44 week term of service

- An AmeriCorps Education Award of \$5,550 upon successful completion of service. This
 award can be used to pay education costs at qualified institutions of higher education,
 for educational training and resources, or to repay qualified student loans. Members
 aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans
- Guaranteed health benefits and child care assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks
- * Volunteers support the management and operation of Montana State Parks. They do not take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations.
- **Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, the poor, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.

Applicant Certification

I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position

Member Name		
Member Signature	Date	